



DEPARTMENT OF CORPORATIONS

JOB OPPORTUNITY

Arnold Schwarzenegger, Governor

WILLIAM P. WOOD, California Corporations Commissioner

SUNNE WRIGHT MCPEAK, Agency Secretary

Release Date: February 14, 2005

CLASSIFICATION: **ASSOCIATE GOVERNMENTAL PROGRAM ANALYST**
(Will consider Staff Services Analyst)
One Position - Permanent/Full Time - Sacramento

FINAL FILING DATE: **February 22, 2005 or UNTIL FILLED**

SALARY: \$4111-\$4997

POSITION LOCATION: Public Affairs Office, 1515 K Street, Sacramento

DUTIES AND RESPONSIBILITIES – Under the direction of the Director of Communications for Public Affairs, performs research, writes, edits and disseminates news releases, reports, brochures, newsletters, fact sheets, and other related publications; acts as liaison between the Department and media; researches issues/problems at the media's request; coordinates media availability, news conferences and workshops. Assists with the development of departmental consumer education and outreach plan; develops and implements strategies, public awareness campaigns, and outreach projects for various consumer issues; prepares and writes management summary reports on public affairs activities; analyzes and writes media analysis, issue papers, and special reports explaining complex data and information and identifies emerging and systematic issues; and serves in the capacity of the Director of Communications in their absence.

DESIRABLE QUALIFICATIONS

- ◆ Excellent communication and interpersonal skills.
- ◆ Excellent writing and grammatical skills.
- ◆ Confidentiality, initiative and tact.
- ◆ Works well under pressure.
- ◆ Ability to multi-task and work under deadlines.
- ◆ Ability to work with high-ranking employees in Agency and Executive Offices.
- ◆ Knowledge of personal computers and familiarity of Microsoft Word, Excel and other computer programs.
- ◆ Punctuality and reliability.

WHO MAY APPLY –EMPLOYEES WHO ARE CURRENTLY AT THE AGPA LEVEL (OR STAFF SERVICES ANALYST), THOSE WITHIN TRANSFER RANGE, OR INDIVIDUALS WITH LIST ELIGIBILITY WHO ARE REACHABLE (IN THE TOP THREE RANKS), AND EMPLOYEES WITH SURPLUS OR SROA STATUS IN THESE CLASSIFICATIONS ARE ENCOURAGED TO APPLY. For further technical information regarding the position, please contact Susie Wong at (916) 322-7180 or CALNET 8-492-7180. **PLEASE SEND A COMPLETED APPLICATION TO THE PERSON AND ADDRESS PROVIDED BELOW.** (Please include your social security number for eligibility verification and indicate **RPA #PA-05-001** under the job title).

SUBMIT APPLICATION AND RESUME TO:

Department of Corporations
Human Resources Office
Attention: Kiley Hanchen (#PA-05-001)
1515 K Street, Suite 200
Sacramento, CA 95814
(916) 327-8914 or CALNET 8-467-8914

RPA #PA-05-001 dn

AN EQUAL OPPORTUNITY EMPLOYER - EQUAL OPPORTUNITY TO ALL REGARDLESS OF RACE, COLOR, CREED, NATIONAL ORIGIN, ANCESTRY, SEX, MARITAL STATUS, DISABILITY, RELIGIOUS OR POLITICAL AFFILIATION, AGE OR SEXUAL ORIENTATION.